

Identify The Forms You Must File

A complete list of the documents you may need to start a bankruptcy case under chapter 7, chapter 11, chapter 12 or chapter 13 of the Bankruptcy Code and the time you have to file them, the order in which the documents should be assembled, and the number of copies required is set forth in Appendix 2, *Filing Requirements (Form EDC 2-035)*. Together, the documents listed in Appendix 2 are commonly referred to as your "bankruptcy petition," although technically the petition is only Form B1.

The particular documents required will depend upon the chapter you are filing as well as your individual circumstances. For example, if you are not represented by an attorney and did not have any documents prepared by a bankruptcy petition preparer, you will not be required to file either of the disclosure of compensation forms (Forms B280 and B283), the *Notice to Debtor Concerning Bankruptcy Petition Preparers* (Form EDC 3-350), or a Master Address List on diskette. Likewise, only individual debtors are required to submit a completed *Statement of Social Security Number(s)* (Form B21),⁹ and only individual, chapter 7 debtors whose schedules of assets and liabilities include consumer debt are required to file a *Chapter 7 Individual Debtor's Statement of Intention* (Form B8). Similarly, a list of the 20 largest unsecured creditors (Form B4) is required in chapter 11 cases only, and Exhibit A should be completed and attached to the voluntary petition only if the debtor is required to file periodic reports with the Securities and Exchange Commission pursuant to Section 13 or 15 (d) of the Securities Exchange Act of 1934 and is filing a chapter 11 case. Finally, Exhibit C should be completed and attached to the voluntary petition regardless of chapter only if, to the best of the debtor's knowledge, the debtor owns or has possession of property that poses or is alleged to pose a threat of imminent and identifiable harm to the public health or safety.

Some locally required forms are intended for use in specific divisions of the court only. Any form which contains the name of a specific division, or divisions, in the heading is intended for use in that division, or those divisions, only.

If you need to start your case quickly, you can file only those documents designated in Appendix 2 as the "*Minimum Documents Required For Incomplete (Skeleton) Filing.*" All additional documents must be filed within the times indicated in Appendix 2. If you file an incomplete (skeleton) case, your failure to timely file required documents or to seek an extension of time to do so may result in dismissal of your case, denial of your discharge, or the imposition of sanctions against you.

⁹ All individual debtors, regardless of chapter, are required to submit a *Statement of Social Security Number(s)* (Form B10) with their voluntary petition. In joint cases, information for both spouses must be included on the submitted form.